



# Theatre Manager

## Job Description

Send your resume & cover letter to:  
[boxoffice@baileytheatre.com](mailto:boxoffice@baileytheatre.com)



### Event Management

- Maintaining Bailey Theatre calendar
- Oversee all rental and venue inquiries
- Negotiation of rental contracts
- Negotiation of performance contracts, as required
- Oversee promotion of Bailey Theatre events
- Scheduling and coordination of all Bailey Theatre events
  - All event logistics, in conjunction with BTS staff
  - Ensuring adequate supervision and staffing
  - Hospitality services
- Preparation and dissemination of event summaries

### Staff Management

- Direct supervision of all staff, including:
  - administrative
  - technical
  - hospitality
  - janitorial
  - volunteers, as required
- Hiring and training of new staff
- Scheduling of staff, coordinating with volunteers at events and behind the scenes
- Processing biweekly payroll

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### Venue Administrative

- Ensuring up to date registration and maintenance of:
  - Insurance & Licensing requirements
  - Memberships (eg. arts associations, etc.)
  - Service contracts (eg maintenance contracts, etc.)
- Promoting the venue through a variety of marketing channels
- Communicating and enforcing all security and safety regulations and protocols
- Oversee theatre changeovers and periodic review of building needs

### Financial Operations Administration

- Assist with preparation of annual budget, in conjunction with Finance Committee
- Financial reporting and bookkeeping, including preparation for year end review
- Preparation and reporting of grant applications, as required
- Fundraising planning and execution, as required
- Preparation and reporting of gaming revenue
- Oversee:
  - preparation of bank and credit card reconciliations for review by BTS Treasurer
  - Submitting all necessary payroll filings (eg Revenue Canada/IATSE remittance), new hire/termination/T4 filings
  - BTS inventories, including bar





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### **BTS Board Liaising**

- Report directly to the BTS President and Board of Directors
- Providing monthly updates to Board of Directors
- Meet regularly with the BTS President, or designate, as required
- Participate on Finance, Programming and Heritage teams and other committees as required
- Participate in an annual performance review
- Other duties as assigned by the BTS President, or designated

### **Educational and/or Experiential Requirements:**

- Post secondary degree or diploma or management experience in hospitality, recreation, event management or a related field.
- One or more years related experience in a theatre or live event venue.

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